



UNITED STATES MARINE CORPS
MARINE CORPS AIR FACILITY
2100 ROWELL ROAD
QUANTICO, VIRGINIA 22134-5063

IN REPLY REFER TO
AFO 1414.1K
AF 141
25 OCT 1995

AIR FACILITY ORDER 1414.1K

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS AIR FACILITY MERITORIOUS PROMOTION BOARD

Ref: (a) MCO P1400.32B
(b) ABO 1430.1N

Encl: 1 Meritorious Promotion Data Sheet

1. Purpose. To establish procedures and administrative instructions for the conduct of the Marine Corps Air Facility Meritorious Promotion Board.

2. Cancellation. AFO 1414.1J

3 Information

a. Reference (a) contains basic Marine Corps policy and eligibility criteria for promotion to higher grade, and will be strictly followed by this command in selecting Marines for meritorious advancement. Reference (b) contains instructions for conduct of meritorious promotion to the grades of corporal and sergeant for members of Marine Corps Air Bases, Eastern Area (MCABEAST).

b. Reference (a) authorizes the Commander, MCABEAST to effect meritorious promotion to the grades of corporal and sergeant for Marines carried on the rolls of MCABEAST commands.

4. Procedures

a. All recommendations for meritorious promotion will be initiated by the individual's immediate officer-in-charge. Officers-in-charge will be guided by the criteria established in reference (a) when considering recommendations for meritorious promotion.

b. Recommendations for promotion to private first class and lance corporal will be submitted by letter to the Commanding Officer, via the Adjutant and the Sergeant Major. A meritorious promotion board will not be convened.

c. Enclosure (1) will be used to submit recommendations for meritorious promotion to corporal and sergeant. In addition to enclosure (1), a copy of each Marine's Data Sheet, BIR/BTR, ROS, Weapons and Education Screens will be submitted.

d. All nominees for meritorious promotion to corporal and sergeant will appear before a local command screening board. The board will consist of the Sergeant Major and four SNCOs, and will have representation by female and/or minority members when there are females/minorities appearing before the board.

e. The MCABEAST quarterly meritorious sergeant screening boards will be held during the third week in the months of November, February, May and August. The local command board will be held in sufficient time to arrange for transportation of selected Marines and the MCAF board member to Cherry Point.

f. The designated MCAF board member and those Marines recommended by the local command board will report to the MCABEAST Sergeant Major, Building 198, in appropriate uniform specified in the COMCABEAST meritorious promotion message. The service records, training records and recommendations will be hand carried by the appointed board member.

g. Promotion warrants for those Marines selected for meritorious promotion to corporal and sergeant will be prepared by MCABEAST and forwarded to this command for presentation. Promotion warrants for those Marines approved for meritorious promotion to private first class and lance corporal will be prepared by the S-1.

5. Action

a. Officers-in-Charge

(1) Submit nominations for promotion to private first class and lance corporal when appropriate.

(2) Submit nominations for promotion to corporal and sergeant when solicited by the Commanding Officer/Sergeant Major.

b. Sergeant Major

(1) Convene and chair promotion screening boards when appropriate

(2) Provide input and/or recommendation to the Commanding Officer on recommendations submitted for promotion to private first class and lance corporal.

(3) Monitor composition of local screening boards to ensure minority/female representation when appropriate.

(4) Represent MCAF Quantico on MCABEAST promotion screening boards

c Adjutant

(1) Screen promotion recommendation to ensure Marines are eligible according to the criteria established in reference (a).

(2) Ensure BIR/BTR/Education Screens are printed for each nominee prior to the convening of the board.

(3) Ensure promotion warrants are prepared, signed, and entered onto the unit diary in a timely manner.

(4) Ensure Fleet Home Town New Release/Quantico Sentry input is submitted on each Marine promoted.


J. L. GRAHAM

DISTRIBUTION: A

MERITORIOUS PROMOTION DATA SHEET

LAST NAME		FIRST NAME		MI	SSN)	MOS	
UN							
TM				IO		N	
				DA	RA		
LA	COND	CT	MAR	LA		MAR	
	UC	MAR		EN		MAR	
LA	PASS/FAIL			ET		YES/NO	
Q							
				LA			
AN		NR		AR			
JR		DO					
ORA							